

Executive Registry
86- 4692

10 October 1986

MEMORANDUM FOR: Deputy Director for Intelligence  
Director, Office of Training and Education

FROM: Deputy Director of Central Intelligence

Attached is a copy of the book "How to Write" by Herb Meyer. I have read it and think it is really a clear, good piece of work. It is concise, clear, and very easy to follow. In light of the number of writing courses being offered by the Agency, I think you might give serious consideration to using this book as a handbook that might even be given to the students to keep.



Robert M. Gates

STAT

Attachment



P-305-12

**HERBERT E. MEYER**

October 6, 1986

Mr. Robert M. Gates  
Deputy Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Bob,

Thanks for lunch. It was good to see you again.

As you requested, here are two copies of **HOW TO WRITE**. If you could forward these to the people in charge of training I'd be grateful.

A growing number of academic institutions are "adopting" **HOW TO WRITE**, including Long Island University in New York, Stockton State College in New Jersey, Mount Mary College in Milwaukee, and Louisiana State University. Also the National Defense University and the Defense Intelligence College -- which has bought several hundred copies. (Helping these guys to write better may be my greatest achievement.)

**HOW TO WRITE** is designed to fit into academic, business, and government training courses -- and for a large enough distribution we offer the book at a bulk-order discount rate of \$2.50 per copy.

I hope your people will find the book useful for the agency's training courses. And if you think the book would be useful to analysts, perhaps we can find a way to make copies available at the same discount price. That would be the least I could do for my former colleagues.

All best,



Herbert E. Meyer  
President

Storm King Press  
Post Office Box 3566  
Washington, DC 20007  
944-4224